

**From: MAGTF TC FAMILY HOUSING OFFICE**

**To:** \_\_\_\_\_  
(Incoming Resident)  
\_\_\_\_\_  
(SSN)

**Subject: Housing Assignment**

In order to set your move in a timely manner, you are receiving your address in advance. Take care not to disturb the current resident or the contractors performing maintenance. You are advised not to use this address for transfer of phone, mail, or cable purposes until you have moved in.

Noncompliance may result in losing your housing privileges.

**The address offered and accepted is:**

\_\_\_\_\_

Your move in should be set on or after: \_\_\_\_\_

**You and/or your spouse have been scheduled to meet the inspector at the above address**

**on** \_\_\_\_\_  
(Date)

**at** \_\_\_\_\_  
(Time)

Non temporary storage of overflow items that cannot be accommodated in the assigned quarters is an authorized Government expense.

You are further instructed to report to TMO, Bldg. 1405, Ph. 830-6119, Personal Property Section, prior to making any arrangements for moving in to base housing. Failure to report to TMO prior to moving, and doing so after the fact, may result in the denial of reimbursement for personal expenses.

**Pets** \_\_\_\_\_

**Waterbeds** \_\_\_\_\_

**Keys Issued** \_\_\_\_\_  
**\*BAH Stops On This Date**

**Acceptance of quarters:** When notified that a unit will be available for assignment, the applicant or spouse must notify the Housing Office of acceptance or rejection within one (1) working day. Failure to do so will be construed as a rejection. If the applicant or spouse rejects the first available unit for any reason, the applicants name will remain on the waiting list. The second rejection will result in the applicant's name being removed from the waiting list for a period of one (1) year.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**SHIONY STEVENS**  
*NCO Assignments and Terminations*  
(730) 830-6611 EXT.123